

JOB DESCRIPTION (JD) FOR PROJECT DRIVER

Job Title: Project Driver

Directorate: Programmes, Campaigns and Innovation

Salary Level: Non-Managerial (NM) 2

Reports to: Project Manager

Location: Anloga, in the Volta Region

Duration: 1 year with the possibility of renewal by additional 18 months contingent on availability of funding and satisfactory performance.

Role Overview:

The role provides safe and reliable transportation for project staff and guests and supports project logistics. The Project Driver is also responsible for the timely delivery and collection of official documents, materials, and equipment required for the smooth implementation of the ActionAid Ghana/Habitat for Humanity International Climate Adaptation Project. The role includes support to meeting preparations, field logistics, and minor administrative tasks to contribute to effective project delivery.

Key Accountabilities / Responsibilities:

Driving/Vehicle Management

- Safely convey project staff and guests to and from field activities, workshops, and official events
- Transport project materials and equipment to designated locations
- Conduct daily inspection of the assigned vehicle to ensure it is in good working condition and report any issues to the supervisor
- Always maintain the cleanliness of the vehicle
- Ensure all vehicle documents (insurance, roadworthy, registration, etc.) are valid and up to date
- Maintain an accurate vehicle logbook and submit monthly reports
- Ensure timely and secure delivery/collection of project-related mails and packages
- Facilitate pick-ups and drop-offs of staff, consultants, and visitors at airports, bus terminals, and hotels as needed

Administrative

- Collect and deliver project-related invoices, cheques, and supplies as required
- Support in making hotel/accommodation reservations for project staff and guests
- Assist with setting up meeting and training venues, including arranging seating and materials
- Provide logistical support during project workshops and field activities
- Assist in printing, photocopying, scanning, and packaging of project materials
- Purchase food and refreshments for meetings as directed
- Assist in organizing project-related events or community engagements
- Take photographs during field visits and project events where needed
- Collect and return workshop materials such as flipcharts, manuals, and stationery

Staff Safety, Security and Risk Management Role

- Conduct regular maintenance checks and minor repairs to ensure the vehicle is always in good condition
- Ensure the vehicle has all required safety gadgets in working condition
- Ensure timely servicing and maintenance of the vehicle based on the manufacturer's schedule and AAG protocols
- Renew vehicle-related documents before expiry to avoid penalties or restrictions
- Always comply fully with road traffic regulations and AAG's transport policies
- Report all incidents or accidents immediately to the supervisor

Other Responsibilities

- Assist in collecting media materials (photos, videos, testimonies) during field visits
- Support with media equipment setup when necessary
- Maintain a professional and respectful attitude that reflects AAG's values to visitors, partners, and community members
- Participate actively in team meetings and contribute to effective team functioning
- Perform any other official duties assigned by the Project Manager or supervisor

Safeguarding Responsibilities

- Share ActionAid's Child Protection and Safeguarding guidelines with visitors and partners involved in project activities, particularly those engaging with children
- Ensure parental or guardian consent is obtained before involving children in any activity
- Ensure that proper consent is secured before photographing or filming children and explain the intended use.

Person Specification

- Education & Certifications
- WASSCE or its equivalent
- Relevant special skills training (e.g. Defensive Driving Certificate)
- Valid Ghanaian driving license (minimum Class B)

Essential Knowledge and Experience

- At least 2 years of experience as a professional driver
- Knowledge of road signs and traffic regulations
- Good defensive driving skills
- Awareness of basic security and safety protocols
- Basic computer literacy
- Excellent knowledge of driving in urban and rural terrain
- Punctuality and reliability in time management

Desirable Knowledge and Experience

- Basic knowledge of vehicle mechanics

- Ability to speak and understand local languages in project areas
- General understanding of AAG's work and ability to explain it briefly to external stakeholders

Competency Profile

- **Communication:** Listens and responds clearly and respectfully to colleagues and guests
- **Work Attitude:** Shows discipline, responsibility, and proactive support for the team
- **Integrity:** Adheres to rules, maintains confidentiality, and conducts duties ethically
- **Attention to Details:** Keeps accurate records (e.g. logbooks), observes regulations, and ensures vehicle upkeep
- **Security & Safety Consciousness:** Observes security measures and applies safety precautions diligently
- **Time Consciousness:** Demonstrates reliability and promptness in work assignments
- **Mutual Respect:** Treats colleagues, partners, and community members respectfully always
- **Organisational Loyalty:** Represents AAG professionally in public and private settings
- **Ethical Conduct:** Upholds AAG values in attitude, speech, and behaviour
- **Compliance:** Adheres strictly to all operational and safety guidelines and policies